

13 August 1975

MEMORANDUM FOR: Chief, SPD/OP

SUBJECT : Management Reports  
Prepared by MPB

1. Listed below are the type of reports, where they go and how often per your request.

<u>Type of Report</u> <i>(military)</i>	<u>Addressee</u>	<u>Frequency</u>
<del>1. Recap of Agency Military</del>	C/MPB-CIA	Weekly
2. Manpower in Support of CIA	FPO-ODCSOPS-DA	Quarterly
3. Enlisted Promotion Report	Promotion Branch-DA	Monthly
4. Organizational Strength Report Changes	SIDPERS-DA	Monthly (or as changes occur)
5. Military Personnel Suspense Roster	Applicable Agency Dir-CIA	Monthly
6. Unit Fund Strength Report	Command Welfare Fund-DA	Monthly
<del>7. Military Requisitions</del>	Army-Navy-MC	As required
8. Personnel Status Report	OF/AD/L-CIA	Monthly
<del>9. Weekly Activities Report</del>	C/SPD-CIA	Weekly
<del>10. Monthly Report of Separations</del>	OP/CD/SRB-CIA	Monthly
11. Military Strength Accounting Ledger	OF/AD/L-CIA	Monthly
<del>12. Workload Data &amp; Accomplishments for Fiscal Year - Mil Pers Branch</del>	C/SPD-CIA	Annual
<del>13. Accomplishment &amp; Goals</del>	C/SPD-CIA	Annual
14. Estimated Military Personnel Requirements for Fiscal Year	JCS	Annual
<del>15. Reports of TDY Visits</del>	C/SPD-CIA	As required

16. Unit Personnel Management Roster		STAT Bi-monthly
<del>17. Military Requisitions</del>		As required
<del>18. Monthly Xerox Reading</del>		Monthly
<del>19. Monthly Car Mileage</del>		Monthly
20. Unit Fund Strength Report		Monthly
21. Verification of Military Personnel Expense Listing		Monthly
22. Personnel Status Report		Quarterly
23. Military Status Questionnaire		Weekly
<del>24. Contract Personnel Report</del>		Monthly
<del>25. Personnel Report (Military Reservists Alpha. Order)</del>		Quarterly
<del>26. Personnel Report (Military Reservists Alpha. By Office and by Service)</del>		Quarterly
<del>27. Personnel Report (Military Reservists Category 2 only)</del>		Quarterly
<del>28. Personnel Report (Military Reservists Alpha. by Service)</del>		Quarterly
<del>29. Naval Control Roster</del>		Monthly

STAT

30. Reserve Unit Personnel Performance  
Report

Twice STAT  
Monthly

31. Unsatisfactory Ready Reserve  
Participation

Annual

32. Certification of Submission on  
Fitness Reports of Naval Reserve  
Officers on Inactive Duty

Annual

33. Marine Control Roster

Quarterly

34. Semi-Annual Activity Report

Semi-Annual

35. Station List

Quarterly

36. Drill Report

Monthly

37. Volunteer Training Unit Roster

Monthly

38. US Army Reserve Unit Training Report

Monthly

39. Record of Individual Performance of Reserve Duty Training

STAT  
As required

40. ~~Control/Termination of Control over certain Reservists~~

Monthly  
(or as needed)

41. ~~Authorization for inactive duty Training~~

Weekly

42. ~~Authorization for individual inactive duty training~~

As required

43. ~~Additions & Deletions to Control Roster of Designated AF Reservist~~

Quarterly



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Chief,  
Military Personnel Branch

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